

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 3/23/12 de

ANNOUNCEMENT NO. 43

**CHIEF PHOTOGRAPHER**

**(NON-COMP)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON COMPETITIVE** examination for the above mentioned classification.

**SALARY**

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$20,800.00- \$49,696.99** per year.

**FILING OF APPLICATION**

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, MONDAY, APRIL 9, 2012 UNTIL 4:30 P.M. ON FRIDAY, APRIL 13, 2012.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON FRIDAY, APRIL 13, 2012.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

**EXAMINATION INFORMATION**

**TYPE: EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume.**

**NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

**DUTIES OF THE POSITION**

Under administrative direction, supervises the operations of the Photographic Services Bureau, including budget, equipment, and staff assignments. Serves as the lead photographer for city-sponsored events, projects, press conferences, and other events/items as assigned, creating candid, portrait, architectural, editorial, and forensic digital photography. Responsible for the operation of the Bureau's Noritsu minilab printing system and for the processing and printing of photos. Operates digital imaging software (e.g.: Adobe Photoshop). Performs other job-related duties as assigned. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

**MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

A High School Diploma or GED is required. A Bachelor's Degree from a four year accredited college or university is required. Five years of full time paid photographic experience is required. (Substitution: One year of experience may substitute for each year of college education lacking.) A valid State of Ohio Driver's License is required. Must be able to lift and carry a minimum of 30 pounds.

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**AN EQUAL OPPORTUNITY EMPLOYER**